

Assistant Commissioner

Division of Mental Health Services

Job Announcement

Please submit all resumes and inquiries to David.Sherman@tn.gov by November 15, 2016

Assistant Commissioner - Salary Range: \$102,792-\$185,016 Annually

The Tennessee Department of Mental Health and Substance Abuse Services (DMHSAS) is charged with planning for and promoting an array of services from prevention and early intervention to resiliency and recovery. DMHSAS operates four Regional Mental Health Institutes and contracts with mental health and substance abuse community providers across the state to offer services to Tennesseans. The Department manages a budget of more than \$300 million, with funding from dedicated fees, revenue, federal grants, and state general fund appropriations.

Summary of Position

The Assistant Commissioner has responsibility for leading the Division of Mental Health Services in fulfilling the mandated responsibility of planning and promoting a comprehensive array of services, programs, and supports for individuals and families with mental illness, co-occurring disorders, and serious emotional disturbances. This responsibility is achieved through the oversight of 200+ contracts with vendors to provide community-based programs and services across the state of Tennessee with an annual budget of approximately \$78,000,000 and a team of 47 staff.

Principal Duties and Responsibilities

Leadership

Oversee and provide direct support to a leadership team of Mental Health Directors across several different offices. The scopes of these offices are broad and cover the full continuum of community based mental health services across the lifespan in Tennessee. These offices include the following: Behavioral Health Safety Net of Tennessee, Crisis Services and Suicide Prevention, Children and Youth, Housing and Homeless Services, Older Adult Services; Wellness and Employment Services, Special Projects, and Consumer Affairs and Peer Recovery Services.

Data Collection and Dissemination

- Collects and compiles required information for DMHSAS and SAMHSA programmatic and fiscal information.
- Compiles reports for DMHSAS executive management, SAMHSA, and to other identified audiences and shares recommendations with relevant staff.
- Develops and implements methodologies and systems for program data collection and reporting.
- Writes and enacts policies and procedures relevant to Mental Health Services.
- Reviews program related data to identify problems, trends, best practices, and other information pertinent to the program management and development of Mental Health Services.

Supervision of Staff

- Develops job performance plans for assigned team members to communicate responsibilities and expected outcomes of performance in their role.
- Conducts meetings and coordinates task assignments of meeting participants to ensure that objectives are accomplished.
- Assesses the performance of assigned team members, following established procedures for interim and annual performance evaluations, to provide constructive feedback and recommendations for improvement.
- Conducts interviews of job candidates to gather information needed to make promotional or hiring decisions
- Provides on-the-job training and performance feedback to assigned team members as necessary to ensure effective performance of their assigned job duties.

Knowledge, Skills and Abilities

- Proven experience in successfully initiating and sustaining multi-agency and multi-community policy, system, and environmental change strategies.
- A demonstrated working knowledge of persons with behavioral health issues and their families.
- Proven skills in networking among a diverse group of agencies and organizations.
- Effective communication skills, including written and public speaking, and adept at dealing with people at various levels within the organization, as well as, external stakeholders and leaders.
- Management skills; ability to coach and mentor a team with diverse levels of expertise.

Education / Experience

- Master's degree in a social or behavioral science or other related acceptable field
- Experience equivalent to 5 or more years in a human services leadership role, including a minimum of 3 or more years supervising employees.
- Experience monitoring, evaluating, planning, or coordinating grant funded programs. Experience with federal grants preferred.
- Willingness to travel, primarily in-state.

TDMHSAS is an AA/EEO/ADA employer